

M E M O R A N D U M  
#2006-05

**TO:** Carol Breslin  
General Assembly, House of Representatives

**FROM:** Karen Field Rogers, Director of Financial Integration  
Faith Rentz, Senior Fiscal and Policy Analyst

**DATE:** August 19, 2005

**SUBJECT:** Personnel Costs Contingency Allocation

---

The Fiscal Year 2006 operating budget includes limited contingency funds that were appropriated to fund Fiscal Year 2006 salaries, other employment costs, maintenance reviews, and increases in health insurance and pension rates.

Attached is your agency's personnel contingency allocation. This amount must be included in the department's monthly expenditure report. This information is also being provided to your Fiscal and Policy Analyst.

Please note that the allocation for Fiscal Year 2006 is exclusively for personnel costs. All or a portion of these funds will be transferred to the department if necessary at the end of the fiscal year. Agencies are not to exceed the budgeted amount for personnel costs plus the allocation. Agencies that project salary expenditures in excess of the amount budgeted plus allocation for personnel costs will be required to implement deficit reduction strategies.

If you have any questions, please contact the Fiscal and Policy Analyst assigned to your agency.

KFR:gsm  
cc: Fiscal and Policy Analysts

M E M O R A N D U M  
#2006-05

**TO:** Kay Sandstrom  
General Assembly, Senate

**FROM:** Karen Field Rogers, Director of Financial Integration

**DATE:** August 19, 2005

**SUBJECT:** Personnel Costs Contingency Allocation

---

The Fiscal Year 2006 operating budget includes limited contingency funds that were appropriated to fund Fiscal Year 2006 salaries, other employment costs, hazardous duty, maintenance reviews, and increases in health insurance, the pension rate, workers compensation and unemployment insurance.

Attached is your agency's personnel contingency allocation. This amount must be included in the department's monthly expenditure report. This information is also being provided to your Fiscal and Policy Analyst.

Please note that the allocation for Fiscal Year 2006 is exclusively for personnel costs. All or a portion of these funds will be transferred to the department if necessary at the end of the fiscal year. Agencies are not to exceed the budgeted amount for personnel costs plus the allocation. Agencies that project salary expenditures in excess of the amount budgeted plus allocation for personnel costs will be required to implement deficit reduction strategies.

If you have any questions, please contact the Fiscal and Policy Analyst assigned to your agency.

KFR:gsm  
cc: Fiscal and Policy Analysts

M E M O R A N D U M  
#2006-05

**TO:** Debbie Porter, Interim Supervisor  
Legislative Council

**FROM:** Karen Field Rogers, Director of Financial Integration

**DATE:** August 19, 2005

**SUBJECT:** Personnel Costs Contingency Allocation

---

The Fiscal Year 2006 operating budget includes limited contingency funds that were appropriated to fund Fiscal Year 2006 salaries, other employment costs, hazardous duty, maintenance reviews, and increases in health insurance, the pension rate, workers compensation and unemployment insurance.

Attached is your agency's personnel contingency allocation. This amount must be included in the department's monthly expenditure report. This information is also being provided to your Fiscal and Policy Analyst.

Please note that the allocation for Fiscal Year 2006 is exclusively for personnel costs. All or a portion of these funds will be transferred to the department if necessary at the end of the fiscal year. Agencies are not to exceed the budgeted amount for personnel costs plus the allocation. Agencies that project salary expenditures in excess of the amount budgeted plus allocation for personnel costs will be required to implement deficit reduction strategies.

If you have any questions, please contact the Fiscal and Policy Analyst assigned to your agency.

KFR:gsm  
cc: Fiscal and Policy Analysts

M E M O R A N D U M  
#2006-05

**TO:** Janet Thomas, Administrative Officer  
Office of the Controller General

**FROM:** Karen Field Rogers, Director of Financial Integration

**DATE:** August 19, 2005

**SUBJECT:** Personnel Costs Contingency Allocation

---

The Fiscal Year 2006 operating budget includes limited contingency funds that were appropriated to fund Fiscal Year 2006 salaries, other employment costs, hazardous duty, maintenance reviews, and increases in health insurance, the pension rate, workers compensation and unemployment insurance.

Attached is your agency's personnel contingency allocation. This amount must be included in the department's monthly expenditure report. This information is also being provided to your Fiscal and Policy Analyst.

Please note that the allocation for Fiscal Year 2006 is exclusively for personnel costs. All or a portion of these funds will be transferred to the department if necessary at the end of the fiscal year. Agencies are not to exceed the budgeted amount for personnel costs plus the allocation. Agencies that project salary expenditures in excess of the amount budgeted plus allocation for personnel costs will be required to implement deficit reduction strategies.

If you have any questions, please contact the Fiscal and Policy Analyst assigned to your agency.

KFR:gsm  
cc: Fiscal and Policy Analysts

M E M O R A N D U M  
#2006-05

**TO:** Gail McGlashan, Chief Financial Officer  
Judicial, Administrative Office of the Courts

**FROM:** Karen Field Rogers, Director of Financial Integration

**DATE:** August 19, 2005

**SUBJECT:** Personnel Costs Contingency Allocation

---

The Fiscal Year 2006 operating budget includes limited contingency funds that were appropriated to fund Fiscal Year 2006 salaries, other employment costs, hazardous duty, maintenance reviews, and increases in health insurance, the pension rate, workers compensation and unemployment insurance.

Attached is your agency's personnel contingency allocation. This amount must be included in the department's monthly expenditure report. This information is also being provided to your Fiscal and Policy Analyst.

Please note that the allocation for Fiscal Year 2006 is exclusively for personnel costs. All or a portion of these funds will be transferred to the department if necessary at the end of the fiscal year. Agencies are not to exceed the budgeted amount for personnel costs plus the allocation. Agencies that project salary expenditures in excess of the amount budgeted plus allocation for personnel costs will be required to implement deficit reduction strategies.

If you have any questions, please contact the Fiscal and Policy Analyst assigned to your agency.

KFR:gsm  
cc: Fiscal and Policy Analysts

M E M O R A N D U M  
#2006-05

**TO:** Vicki Knotts, Chief of Administration  
Office of the Governor  
Office of Management and Budget

**FROM:** Karen Field Rogers, Director of Financial Integration

**DATE:** August 19, 2005

**SUBJECT:** Personnel Costs Contingency Allocation

---

The Fiscal Year 2006 operating budget includes limited contingency funds that were appropriated to fund Fiscal Year 2006 salaries, other employment costs, hazardous duty, maintenance reviews, and increases in health insurance, the pension rate, workers compensation and unemployment insurance.

Attached is your agency's personnel contingency allocation. This amount must be included in the department's monthly expenditure report. This information is also being provided to your Fiscal and Policy Analyst.

Please note that the allocation for Fiscal Year 2006 is exclusively for personnel costs. All or a portion of these funds will be transferred to the department if necessary at the end of the fiscal year. Agencies are not to exceed the budgeted amount for personnel costs plus the allocation. Agencies that project salary expenditures in excess of the amount budgeted plus allocation for personnel costs will be required to implement deficit reduction strategies.

If you have any questions, please contact the Fiscal and Policy Analyst assigned to your agency.

KFR:gsm  
cc: Fiscal and Policy Analysts

M E M O R A N D U M  
#2006-05

**TO:** Vicki Knotts, Chief of Administration  
Health Care Commission

**FROM:** Karen Field Rogers, Director of Financial Integration

**DATE:** August 19, 2005

**SUBJECT:** Personnel Costs Contingency Allocation

---

The Fiscal Year 2006 operating budget includes limited contingency funds that were appropriated to fund Fiscal Year 2006 salaries, other employment costs, hazardous duty, maintenance reviews, and increases in health insurance, the pension rate, workers compensation and unemployment insurance.

Attached is your agency's personnel contingency allocation. This amount must be included in the department's monthly expenditure report. This information is also being provided to your Fiscal and Policy Analyst.

Please note that the allocation for Fiscal Year 2006 is exclusively for personnel costs. All or a portion of these funds will be transferred to the department if necessary at the end of the fiscal year. Agencies are not to exceed the budgeted amount for personnel costs plus the allocation. Agencies that project salary expenditures in excess of the amount budgeted plus allocation for personnel costs will be required to implement deficit reduction strategies.

If you have any questions, please contact the Fiscal and Policy Analyst assigned to your agency.

KFR:gsm  
cc: Fiscal and Policy Analysts

M E M O R A N D U M  
#2006-05

**TO:** Cheryl Lahman, Controller  
Delaware Economic Development Office

**FROM:** Karen Field Rogers, Director of Financial Integration

**DATE:** August 19, 2005

**SUBJECT:** Personnel Costs Contingency Allocation

---

The Fiscal Year 2006 operating budget includes limited contingency funds that were appropriated to fund Fiscal Year 2006 salaries, other employment costs, hazardous duty, maintenance reviews, and increases in health insurance, the pension rate, workers compensation and unemployment insurance.

Attached is your agency's personnel contingency allocation. This amount must be included in the department's monthly expenditure report. This information is also being provided to your Fiscal and Policy Analyst.

Please note that the allocation for Fiscal Year 2006 is exclusively for personnel costs. All or a portion of these funds will be transferred to the department if necessary at the end of the fiscal year. Agencies are not to exceed the budgeted amount for personnel costs plus the allocation. Agencies that project salary expenditures in excess of the amount budgeted plus allocation for personnel costs will be required to implement deficit reduction strategies.

If you have any questions, please contact the Fiscal and Policy Analyst assigned to your agency.

KFR:gsm  
cc: Fiscal and Policy Analysts



M E M O R A N D U M  
#2006-05

**TO:** James Kane, Executive Director  
Criminal Justice Council

**FROM:** Karen Field Rogers, Director of Financial Integration

**DATE:** August 19, 2005

**SUBJECT:** Personnel Costs Contingency Allocation

---

The Fiscal Year 2006 operating budget includes limited contingency funds that were appropriated to fund Fiscal Year 2006 salaries, other employment costs, hazardous duty, maintenance reviews, and increases in health insurance, the pension rate, workers compensation and unemployment insurance.

Attached is your agency's personnel contingency allocation. This amount must be included in the department's monthly expenditure report. This information is also being provided to your Fiscal and Policy Analyst.

Please note that the allocation for Fiscal Year 2006 is exclusively for personnel costs. All or a portion of these funds will be transferred to the department if necessary at the end of the fiscal year. Agencies are not to exceed the budgeted amount for personnel costs plus the allocation. Agencies that project salary expenditures in excess of the amount budgeted plus allocation for personnel costs will be required to implement deficit reduction strategies.

If you have any questions, please contact the Fiscal and Policy Analyst assigned to your agency.

KFR:gsm  
cc: Fiscal and Policy Analysts

M E M O R A N D U M  
#2006-05

**TO:** Peggy Bell, Executive Director  
Delaware Justice Information System

**FROM:** Karen Field Rogers, Director of Financial Integration

**DATE:** August 19, 2005

**SUBJECT:** Personnel Costs Contingency Allocation

---

The Fiscal Year 2006 operating budget includes limited contingency funds that were appropriated to fund Fiscal Year 2006 salaries, other employment costs, hazardous duty, maintenance reviews, and increases in health insurance, the pension rate, workers compensation and unemployment insurance.

Attached is your agency's personnel contingency allocation. This amount must be included in the department's monthly expenditure report. This information is also being provided to your Fiscal and Policy Analyst.

Please note that the allocation for Fiscal Year 2006 is exclusively for personnel costs. All or a portion of these funds will be transferred to the department if necessary at the end of the fiscal year. Agencies are not to exceed the budgeted amount for personnel costs plus the allocation. Agencies that project salary expenditures in excess of the amount budgeted plus allocation for personnel costs will be required to implement deficit reduction strategies.

If you have any questions, please contact the Fiscal and Policy Analyst assigned to your agency.

KFR:gsm  
cc: Fiscal and Policy Analysts

M E M O R A N D U M  
#2006-05

**TO:** Bill Hickox, Chief Operating Officer  
Department of Technology and Information

**FROM:** Karen Field Rogers, Director of Financial Integration

**DATE:** August 19, 2005

**SUBJECT:** Personnel Costs Contingency Allocation

---

The Fiscal Year 2006 operating budget includes limited contingency funds that were appropriated to fund Fiscal Year 2006 salaries, other employment costs, hazardous duty, maintenance reviews, and increases in health insurance, the pension rate, workers compensation and unemployment insurance.

Attached is your agency's personnel contingency allocation. This amount must be included in the department's monthly expenditure report. This information is also being provided to your Fiscal and Policy Analyst.

Please note that the allocation for Fiscal Year 2006 is exclusively for personnel costs. All or a portion of these funds will be transferred to the department if necessary at the end of the fiscal year. Agencies are not to exceed the budgeted amount for personnel costs plus the allocation. Agencies that project salary expenditures in excess of the amount budgeted plus allocation for personnel costs will be required to implement deficit reduction strategies.

If you have any questions, please contact the Fiscal and Policy Analyst assigned to your agency.

KFR:gsm  
cc: Fiscal and Policy Analysts

M E M O R A N D U M  
#2006-05

**TO:** Lynne Phifer, Administrative Assistant  
Office of the Lt. Governor

**FROM:** Karen Field Rogers, Director of Financial Integration

**DATE:** August 19, 2005

**SUBJECT:** Personnel Costs Contingency Allocation

---

The Fiscal Year 2006 operating budget includes limited contingency funds that were appropriated to fund Fiscal Year 2006 salaries, other employment costs, hazardous duty, maintenance reviews, and increases in health insurance, the pension rate, workers compensation and unemployment insurance.

Attached is your agency's personnel contingency allocation. This amount must be included in the department's monthly expenditure report. This information is also being provided to your Fiscal and Policy Analyst.

Please note that the allocation for Fiscal Year 2006 is exclusively for personnel costs. All or a portion of these funds will be transferred to the department if necessary at the end of the fiscal year. Agencies are not to exceed the budgeted amount for personnel costs plus the allocation. Agencies that project salary expenditures in excess of the amount budgeted plus allocation for personnel costs will be required to implement deficit reduction strategies.

If you have any questions, please contact the Fiscal and Policy Analyst assigned to your agency.

KFR:gsm  
cc: Vicki Knotts  
Fiscal and Policy Analysts

M E M O R A N D U M  
#2006-05

**TO:** Candy Casto, Administrative Auditor  
Auditor of Accounts

**FROM:** Karen Field Rogers, Director of Financial Integration

**DATE:** August 19, 2005

**SUBJECT:** Personnel Costs Contingency Allocation

---

The Fiscal Year 2006 operating budget includes limited contingency funds that were appropriated to fund Fiscal Year 2006 salaries, other employment costs, hazardous duty, maintenance reviews, and increases in health insurance, the pension rate, workers compensation and unemployment insurance.

Attached is your agency's personnel contingency allocation. This amount must be included in the department's monthly expenditure report. This information is also being provided to your Fiscal and Policy Analyst.

Please note that the allocation for Fiscal Year 2006 is exclusively for personnel costs. All or a portion of these funds will be transferred to the department if necessary at the end of the fiscal year. Agencies are not to exceed the budgeted amount for personnel costs plus the allocation. Agencies that project salary expenditures in excess of the amount budgeted plus allocation for personnel costs will be required to implement deficit reduction strategies.

If you have any questions, please contact the Fiscal and Policy Analyst assigned to your agency.

KFR:gsm  
cc: Fiscal and Policy Analysts

M E M O R A N D U M  
#2006-05

**TO:** Ann Visalli, Deputy State Treasurer  
Office of the State Treasurer

**FROM:** Karen Field Rogers, Director of Financial Integration

**DATE:** August 19, 2005

**SUBJECT:** Personnel Costs Contingency Allocation

---

The Fiscal Year 2006 operating budget includes limited contingency funds that were appropriated to fund Fiscal Year 2006 salaries, other employment costs, hazardous duty, maintenance reviews, and increases in health insurance, the pension rate, workers compensation and unemployment insurance.

Attached is your agency's personnel contingency allocation. This amount must be included in the department's monthly expenditure report. This information is also being provided to your Fiscal and Policy Analyst.

Please note that the allocation for Fiscal Year 2006 is exclusively for personnel costs. All or a portion of these funds will be transferred to the department if necessary at the end of the fiscal year. Agencies are not to exceed the budgeted amount for personnel costs plus the allocation. Agencies that project salary expenditures in excess of the amount budgeted plus allocation for personnel costs will be required to implement deficit reduction strategies.

If you have any questions, please contact the Fiscal and Policy Analyst assigned to your agency.

KFR:gsm  
cc: Fiscal and Policy Analysts

M E M O R A N D U M  
#2006-05

**TO:** Leon Minka, Fiscal Officer  
Office of Attorney General

**FROM:** Karen Field Rogers, Director of Financial Integration

**DATE:** August 19, 2005

**SUBJECT:** Personnel Costs Contingency Allocation

---

The Fiscal Year 2006 operating budget includes limited contingency funds that were appropriated to fund Fiscal Year 2006 salaries, other employment costs, hazardous duty, maintenance reviews, and increases in health insurance, the pension rate, workers compensation and unemployment insurance.

Attached is your agency's personnel contingency allocation. This amount must be included in the department's monthly expenditure report. This information is also being provided to your Fiscal and Policy Analyst.

Please note that the allocation for Fiscal Year 2006 is exclusively for personnel costs. All or a portion of these funds will be transferred to the department if necessary at the end of the fiscal year. Agencies are not to exceed the budgeted amount for personnel costs plus the allocation. Agencies that project salary expenditures in excess of the amount budgeted plus allocation for personnel costs will be required to implement deficit reduction strategies.

If you have any questions, please contact the Fiscal and Policy Analyst assigned to your agency.

KFR:gsm  
cc: Fiscal and Policy Analysts

M E M O R A N D U M  
#2006-05

**TO:** Mary Beth McDermott, Administrative Officer  
Office of the Public Defender

**FROM:** Karen Field Rogers, Director of Financial Integration

**DATE:** August 19, 2005

**SUBJECT:** Personnel Costs Contingency Allocation

---

The Fiscal Year 2006 operating budget includes limited contingency funds that were appropriated to fund Fiscal Year 2006 salaries, other employment costs, hazardous duty, maintenance reviews, and increases in health insurance, the pension rate, workers compensation and unemployment insurance.

Attached is your agency's personnel contingency allocation. This amount must be included in the department's monthly expenditure report. This information is also being provided to your Fiscal and Policy Analyst.

Please note that the allocation for Fiscal Year 2006 is exclusively for personnel costs. All or a portion of these funds will be transferred to the department if necessary at the end of the fiscal year. Agencies are not to exceed the budgeted amount for personnel costs plus the allocation. Agencies that project salary expenditures in excess of the amount budgeted plus allocation for personnel costs will be required to implement deficit reduction strategies.

If you have any questions, please contact the Fiscal and Policy Analyst assigned to your agency.

KFR:gsm  
cc: Fiscal and Policy Analysts



M E M O R A N D U M  
#2006-05

**TO:** Johnette Graf, Administrative Officer  
Board of Parole

**FROM:** Karen Field Rogers, Director of Financial Integration

**DATE:** August 19, 2005

**SUBJECT:** Personnel Costs Contingency Allocation

---

The Fiscal Year 2006 operating budget includes limited contingency funds that were appropriated to fund Fiscal Year 2006 salaries, other employment costs, hazardous duty, maintenance reviews, and increases in health insurance, the pension rate, workers compensation and unemployment insurance.

Attached is your agency's personnel contingency allocation. This amount must be included in the department's monthly expenditure report. This information is also being provided to your Fiscal and Policy Analyst.

Please note that the allocation for Fiscal Year 2006 is exclusively for personnel costs. All or a portion of these funds will be transferred to the department if necessary at the end of the fiscal year. Agencies are not to exceed the budgeted amount for personnel costs plus the allocation. Agencies that project salary expenditures in excess of the amount budgeted plus allocation for personnel costs will be required to implement deficit reduction strategies.

If you have any questions, please contact the Fiscal and Policy Analyst assigned to your agency.

KFR:gsm  
cc: Fiscal and Policy Analysts

M E M O R A N D U M  
#2006-05

**TO:** Tim Ferrier, Chief of Administration  
Department of State

**FROM:** Karen Field Rogers, Director of Financial Integration

**DATE:** August 19, 2005

**SUBJECT:** Personnel Costs Contingency Allocation

---

The Fiscal Year 2006 operating budget includes limited contingency funds that were appropriated to fund Fiscal Year 2006 salaries, other employment costs, hazardous duty, maintenance reviews, and increases in health insurance, the pension rate, workers compensation and unemployment insurance.

Attached is your agency's personnel contingency allocation. This amount must be included in the department's monthly expenditure report. This information is also being provided to your Fiscal and Policy Analyst.

Please note that the allocation for Fiscal Year 2006 is exclusively for personnel costs. All or a portion of these funds will be transferred to the department if necessary at the end of the fiscal year. Agencies are not to exceed the budgeted amount for personnel costs plus the allocation. Agencies that project salary expenditures in excess of the amount budgeted plus allocation for personnel costs will be required to implement deficit reduction strategies.

If you have any questions, please contact the Fiscal and Policy Analyst assigned to your agency.

KFR:gsm  
cc: Fiscal and Policy Analysts

M E M O R A N D U M  
#2006-05

**TO:** Thomas Cook, Deputy Principal Assistant  
Department of Finance

**FROM:** Karen Field Rogers, Director of Financial Integration

**DATE:** August 19, 2005

**SUBJECT:** Personnel Costs Contingency Allocation

---

The Fiscal Year 2006 operating budget includes limited contingency funds that were appropriated to fund Fiscal Year 2006 salaries, other employment costs, hazardous duty, maintenance reviews, and increases in health insurance, the pension rate, workers compensation and unemployment insurance.

Attached is your agency's personnel contingency allocation. This amount must be included in the department's monthly expenditure report. This information is also being provided to your Fiscal and Policy Analyst.

Please note that the allocation for Fiscal Year 2006 is exclusively for personnel costs. All or a portion of these funds will be transferred to the department if necessary at the end of the fiscal year. Agencies are not to exceed the budgeted amount for personnel costs plus the allocation. Agencies that project salary expenditures in excess of the amount budgeted plus allocation for personnel costs will be required to implement deficit reduction strategies.

If you have any questions, please contact the Fiscal and Policy Analyst assigned to your agency.

KFR:gsm  
cc: Fiscal and Policy Analysts

M E M O R A N D U M  
#2006-05

**TO:** Kevin Kelley, Budget and Policy Analyst  
Department of Health and Social Services

**FROM:** Karen Field Rogers, Director of Financial Integration

**DATE:** August 19, 2005

**SUBJECT:** Personnel Costs Contingency Allocation

---

The Fiscal Year 2006 operating budget includes limited contingency funds that were appropriated to fund Fiscal Year 2006 salaries, other employment costs, hazardous duty, maintenance reviews, and increases in health insurance, the pension rate, workers compensation and unemployment insurance.

Attached is your agency's personnel contingency allocation. This amount must be included in the department's monthly expenditure report. This information is also being provided to your Fiscal and Policy Analyst.

Please note that the allocation for Fiscal Year 2006 is exclusively for personnel costs. All or a portion of these funds will be transferred to the department if necessary at the end of the fiscal year. Agencies are not to exceed the budgeted amount for personnel costs plus the allocation. Agencies that project salary expenditures in excess of the amount budgeted plus allocation for personnel costs will be required to implement deficit reduction strategies.

If you have any questions, please contact the Fiscal and Policy Analyst assigned to your agency.

KFR:gsm  
cc: Fiscal and Policy Analysts

M E M O R A N D U M  
#2006-05

**TO:** Harry Roberts, Fiscal Services  
Department of Services For Children, Youth And Their Families

**FROM:** Karen Field Rogers, Director of Financial Integration

**DATE:** August 19, 2005

**SUBJECT:** Personnel Costs Contingency Allocation

---

The Fiscal Year 2006 operating budget includes limited contingency funds that were appropriated to fund Fiscal Year 2006 salaries, other employment costs, hazardous duty, maintenance reviews, and increases in health insurance, the pension rate, workers compensation and unemployment insurance.

Attached is your agency's personnel contingency allocation. This amount must be included in the department's monthly expenditure report. This information is also being provided to your Fiscal and Policy Analyst.

Please note that the allocation for Fiscal Year 2006 is exclusively for personnel costs. All or a portion of these funds will be transferred to the department if necessary at the end of the fiscal year. Agencies are not to exceed the budgeted amount for personnel costs plus the allocation. Agencies that project salary expenditures in excess of the amount budgeted plus allocation for personnel costs will be required to implement deficit reduction strategies.

If you have any questions, please contact the Fiscal and Policy Analyst assigned to your agency.

KFR:gsm  
cc: Fiscal and Policy Analysts

M E M O R A N D U M  
#2006-05

**TO:** Linda Riddagh, Controller  
Department of Correction

**FROM:** Karen Field Rogers, Director of Financial Integration

**DATE:** August 19, 2005

**SUBJECT:** Personnel Costs Contingency Allocation

---

The Fiscal Year 2006 operating budget includes limited contingency funds that were appropriated to fund Fiscal Year 2006 salaries, other employment costs, hazardous duty, maintenance reviews, and increases in health insurance, the pension rate, workers compensation and unemployment insurance.

Attached is your agency's personnel contingency allocation. This amount must be included in the department's monthly expenditure report. This information is also being provided to your Fiscal and Policy Analyst.

Please note that the allocation for Fiscal Year 2006 is exclusively for personnel costs. All or a portion of these funds will be transferred to the department if necessary at the end of the fiscal year. Agencies are not to exceed the budgeted amount for personnel costs plus the allocation. Agencies that project salary expenditures in excess of the amount budgeted plus allocation for personnel costs will be required to implement deficit reduction strategies.

If you have any questions, please contact the Fiscal and Policy Analyst assigned to your agency.

KFR:gsm  
cc: Fiscal and Policy Analysts

M E M O R A N D U M  
#2006-05

**TO:** Steve Karlsen, Financial Officer  
Department of Natural Resources And Environmental Control

**FROM:** Karen Field Rogers, Director of Financial Integration

**DATE:** August 19, 2005

**SUBJECT:** Personnel Costs Contingency Allocation

---

The Fiscal Year 2006 operating budget includes limited contingency funds that were appropriated to fund Fiscal Year 2006 salaries, other employment costs, hazardous duty, maintenance reviews, and increases in health insurance, the pension rate, workers compensation and unemployment insurance.

Attached is your agency's personnel contingency allocation. This amount must be included in the department's monthly expenditure report. This information is also being provided to your Fiscal and Policy Analyst.

Please note that the allocation for Fiscal Year 2006 is exclusively for personnel costs. All or a portion of these funds will be transferred to the department if necessary at the end of the fiscal year. Agencies are not to exceed the budgeted amount for personnel costs plus the allocation. Agencies that project salary expenditures in excess of the amount budgeted plus allocation for personnel costs will be required to implement deficit reduction strategies.

If you have any questions, please contact the Fiscal and Policy Analyst assigned to your agency.

KFR:gsm  
cc: Fiscal and Policy Analysts

M E M O R A N D U M  
#2006-05

**TO:** Gary Lewis, Controller  
Department of Safety and Homeland Security

**FROM:** Karen Field Rogers, Director of Financial Integration

**DATE:** August 19, 2005

**SUBJECT:** Personnel Costs Contingency Allocation

---

The Fiscal Year 2006 operating budget includes limited contingency funds that were appropriated to fund Fiscal Year 2006 salaries, other employment costs, hazardous duty, maintenance reviews, and increases in health insurance, the pension rate, workers compensation and unemployment insurance.

Attached is your agency's personnel contingency allocation. This amount must be included in the department's monthly expenditure report. This information is also being provided to your Fiscal and Policy Analyst.

Please note that the allocation for Fiscal Year 2006 is exclusively for personnel costs. All or a portion of these funds will be transferred to the department if necessary at the end of the fiscal year. Agencies are not to exceed the budgeted amount for personnel costs plus the allocation. Agencies that project salary expenditures in excess of the amount budgeted plus allocation for personnel costs will be required to implement deficit reduction strategies.

If you have any questions, please contact the Fiscal and Policy Analyst assigned to your agency.

KFR:gsm  
cc: Fiscal and Policy Analysts



M E M O R A N D U M  
#2006-05

**TO:** Kris Brooks, Controller  
Department of Labor

**FROM:** Karen Field Rogers, Director of Financial Integration

**DATE:** August 19, 2005

**SUBJECT:** Personnel Costs Contingency Allocation

---

The Fiscal Year 2006 operating budget includes limited contingency funds that were appropriated to fund Fiscal Year 2006 salaries, other employment costs, hazardous duty, maintenance reviews, and increases in health insurance, the pension rate, workers compensation and unemployment insurance.

Attached is your agency's personnel contingency allocation. This amount must be included in the department's monthly expenditure report. This information is also being provided to your Fiscal and Policy Analyst.

Please note that the allocation for Fiscal Year 2006 is exclusively for personnel costs. All or a portion of these funds will be transferred to the department if necessary at the end of the fiscal year. Agencies are not to exceed the budgeted amount for personnel costs plus the allocation. Agencies that project salary expenditures in excess of the amount budgeted plus allocation for personnel costs will be required to implement deficit reduction strategies.

If you have any questions, please contact the Fiscal and Policy Analyst assigned to your agency.

KFR:gsm  
cc: Fiscal and Policy Analysts

M E M O R A N D U M  
#2006-05

**TO:** Sandy Ogden, Controller  
Department of Agriculture

**FROM:** Karen Field Rogers, Director of Financial Integration

**DATE:** August 19, 2005

**SUBJECT:** Personnel Costs Contingency Allocation

---

The Fiscal Year 2006 operating budget includes limited contingency funds that were appropriated to fund Fiscal Year 2006 salaries, other employment costs, hazardous duty, maintenance reviews, and increases in health insurance, the pension rate, workers compensation and unemployment insurance.

Attached is your agency's personnel contingency allocation. This amount must be included in the department's monthly expenditure report. This information is also being provided to your Fiscal and Policy Analyst.

Please note that the allocation for Fiscal Year 2006 is exclusively for personnel costs. All or a portion of these funds will be transferred to the department if necessary at the end of the fiscal year. Agencies are not to exceed the budgeted amount for personnel costs plus the allocation. Agencies that project salary expenditures in excess of the amount budgeted plus allocation for personnel costs will be required to implement deficit reduction strategies.

If you have any questions, please contact the Fiscal and Policy Analyst assigned to your agency.

KFR:gsm  
cc: Fiscal and Policy Analysts

M E M O R A N D U M  
#2006-05

**TO:** Virginia Lane, Support Services Administrator  
Commissioner of Elections

**FROM:** Karen Field Rogers, Director of Financial Integration

**DATE:** August 19, 2005

**SUBJECT:** Personnel Costs Contingency Allocation

---

The Fiscal Year 2006 operating budget includes limited contingency funds that were appropriated to fund Fiscal Year 2006 salaries, other employment costs, hazardous duty, maintenance reviews, and increases in health insurance, the pension rate, workers compensation and unemployment insurance.

Attached is your agency's personnel contingency allocation. This amount must be included in the department's monthly expenditure report. This information is also being provided to your Fiscal and Policy Analyst.

Please note that the allocation for Fiscal Year 2006 is exclusively for personnel costs. All or a portion of these funds will be transferred to the department if necessary at the end of the fiscal year. Agencies are not to exceed the budgeted amount for personnel costs plus the allocation. Agencies that project salary expenditures in excess of the amount budgeted plus allocation for personnel costs will be required to implement deficit reduction strategies.

If you have any questions, please contact the Fiscal and Policy Analyst assigned to your agency.

KFR:gsm  
cc: Fiscal and Policy Analysts

M E M O R A N D U M  
#2006-05

**TO:** Howard Sholl, Deputy Administrative Director  
Department of Elections, New Castle County

**FROM:** Karen Field Rogers, Director of Financial Integration

**DATE:** August 19, 2005

**SUBJECT:** Personnel Costs Contingency Allocation

---

The Fiscal Year 2006 operating budget includes limited contingency funds that were appropriated to fund Fiscal Year 2006 salaries, other employment costs, hazardous duty, maintenance reviews, and increases in health insurance, the pension rate, workers compensation and unemployment insurance.

Attached is your agency's personnel contingency allocation. This amount must be included in the department's monthly expenditure report. This information is also being provided to your Fiscal and Policy Analyst.

Please note that the allocation for Fiscal Year 2006 is exclusively for personnel costs. All or a portion of these funds will be transferred to the department if necessary at the end of the fiscal year. Agencies are not to exceed the budgeted amount for personnel costs plus the allocation. Agencies that project salary expenditures in excess of the amount budgeted plus allocation for personnel costs will be required to implement deficit reduction strategies.

If you have any questions, please contact the Fiscal and Policy Analyst assigned to your agency.

KFR:gsm  
cc: Fiscal and Policy Analysts

M E M O R A N D U M  
#2006-05

**TO:** Joyce Wright, Director  
Department of Elections, Kent County

**FROM:** Karen Field Rogers, Director of Financial Integration

**DATE:** August 19, 2005

**SUBJECT:** Personnel Costs Contingency Allocation

---

The Fiscal Year 2006 operating budget includes limited contingency funds that were appropriated to fund Fiscal Year 2006 salaries, other employment costs, hazardous duty, maintenance reviews, and increases in health insurance, the pension rate, workers compensation and unemployment insurance.

Attached is your agency's personnel contingency allocation. This amount must be included in the department's monthly expenditure report. This information is also being provided to your Fiscal and Policy Analyst.

Please note that the allocation for Fiscal Year 2006 is exclusively for personnel costs. All or a portion of these funds will be transferred to the department if necessary at the end of the fiscal year. Agencies are not to exceed the budgeted amount for personnel costs plus the allocation. Agencies that project salary expenditures in excess of the amount budgeted plus allocation for personnel costs will be required to implement deficit reduction strategies.

If you have any questions, please contact the Fiscal and Policy Analyst assigned to your agency.

KFR:gsm  
cc: Fiscal and Policy Analysts

M E M O R A N D U M  
#2006-05

**TO:** Kenneth McDowell, Director  
Department of Elections, Sussex County

**FROM:** Karen Field Rogers, Director of Financial Integration

**DATE:** August 19, 2005

**SUBJECT:** Personnel Costs Contingency Allocation

---

The Fiscal Year 2006 operating budget includes limited contingency funds that were appropriated to fund Fiscal Year 2006 salaries, other employment costs, hazardous duty, maintenance reviews, and increases in health insurance, the pension rate, workers compensation and unemployment insurance.

Attached is your agency's personnel contingency allocation. This amount must be included in the department's monthly expenditure report. This information is also being provided to your Fiscal and Policy Analyst.

Please note that the allocation for Fiscal Year 2006 is exclusively for personnel costs. All or a portion of these funds will be transferred to the department if necessary at the end of the fiscal year. Agencies are not to exceed the budgeted amount for personnel costs plus the allocation. Agencies that project salary expenditures in excess of the amount budgeted plus allocation for personnel costs will be required to implement deficit reduction strategies.

If you have any questions, please contact the Fiscal and Policy Analyst assigned to your agency.

KFR:gsm  
cc: Fiscal and Policy Analysts

M E M O R A N D U M  
#2006-05

**TO:** Janet White, Administrative Officer  
Office of the State Fire Marshal

**FROM:** Karen Field Rogers, Director of Financial Integration

**DATE:** August 19, 2005

**SUBJECT:** Personnel Costs Contingency Allocation

---

The Fiscal Year 2006 operating budget includes limited contingency funds that were appropriated to fund Fiscal Year 2006 salaries, other employment costs, hazardous duty, maintenance reviews, and increases in health insurance, the pension rate, workers compensation and unemployment insurance.

Attached is your agency's personnel contingency allocation. This amount must be included in the department's monthly expenditure report. This information is also being provided to your Fiscal and Policy Analyst.

Please note that the allocation for Fiscal Year 2006 is exclusively for personnel costs. All or a portion of these funds will be transferred to the department if necessary at the end of the fiscal year. Agencies are not to exceed the budgeted amount for personnel costs plus the allocation. Agencies that project salary expenditures in excess of the amount budgeted plus allocation for personnel costs will be required to implement deficit reduction strategies.

If you have any questions, please contact the Fiscal and Policy Analyst assigned to your agency.

KFR:gsm  
cc: Fiscal and Policy Analysts

M E M O R A N D U M  
#2006-05

**TO:** Christine Murabito, Administrative Officer  
State Fire School

**FROM:** Karen Field Rogers, Director of Financial Integration

**DATE:** August 19, 2005

**SUBJECT:** Personnel Costs Contingency Allocation

---

The Fiscal Year 2006 operating budget includes limited contingency funds that were appropriated to fund Fiscal Year 2006 salaries, other employment costs, hazardous duty, maintenance reviews, and increases in health insurance, the pension rate, workers compensation and unemployment insurance.

Attached is your agency's personnel contingency allocation. This amount must be included in the department's monthly expenditure report. This information is also being provided to your Fiscal and Policy Analyst.

Please note that the allocation for Fiscal Year 2006 is exclusively for personnel costs. All or a portion of these funds will be transferred to the department if necessary at the end of the fiscal year. Agencies are not to exceed the budgeted amount for personnel costs plus the allocation. Agencies that project salary expenditures in excess of the amount budgeted plus allocation for personnel costs will be required to implement deficit reduction strategies.

If you have any questions, please contact the Fiscal and Policy Analyst assigned to your agency.

KFR:gsm  
cc: Fiscal and Policy Analysts



M E M O R A N D U M  
#2006-05

**TO:** Sherry Lambertson, Executive Secretary  
Fire Prevention Commission

**FROM:** Karen Field Rogers, Director of Financial Integration

**DATE:** August 19, 2005

**SUBJECT:** Personnel Costs Contingency Allocation

---

The Fiscal Year 2006 operating budget includes limited contingency funds that were appropriated to fund Fiscal Year 2006 salaries, other employment costs, hazardous duty, maintenance reviews, and increases in health insurance, the pension rate, workers compensation and unemployment insurance.

Attached is your agency's personnel contingency allocation. This amount must be included in the department's monthly expenditure report. This information is also being provided to your Fiscal and Policy Analyst.

Please note that the allocation for Fiscal Year 2006 is exclusively for personnel costs. All or a portion of these funds will be transferred to the department if necessary at the end of the fiscal year. Agencies are not to exceed the budgeted amount for personnel costs plus the allocation. Agencies that project salary expenditures in excess of the amount budgeted plus allocation for personnel costs will be required to implement deficit reduction strategies.

If you have any questions, please contact the Fiscal and Policy Analyst assigned to your agency.

KFR:gsm  
cc: Fiscal and Policy Analysts

M E M O R A N D U M  
#2006-05

**TO:** Manuel Balseiro, State Comptroller  
Delaware National Guard

**FROM:** Karen Field Rogers, Director of Financial Integration

**DATE:** August 19, 2005

**SUBJECT:** Personnel Costs Contingency Allocation

---

The Fiscal Year 2006 operating budget includes limited contingency funds that were appropriated to fund Fiscal Year 2006 salaries, other employment costs, hazardous duty, maintenance reviews, and increases in health insurance, the pension rate, workers compensation and unemployment insurance.

Attached is your agency's personnel contingency allocation. This amount must be included in the department's monthly expenditure report. This information is also being provided to your Fiscal and Policy Analyst.

Please note that the allocation for Fiscal Year 2006 is exclusively for personnel costs. All or a portion of these funds will be transferred to the department if necessary at the end of the fiscal year. Agencies are not to exceed the budgeted amount for personnel costs plus the allocation. Agencies that project salary expenditures in excess of the amount budgeted plus allocation for personnel costs will be required to implement deficit reduction strategies.

If you have any questions, please contact the Fiscal and Policy Analyst assigned to your agency.

KFR:gsm  
cc: Fiscal and Policy Analysts

M E M O R A N D U M  
#2006-05

**TO:** Kathie Cherry, Executive Secretary  
Governor's Advisory Council For Exceptional Citizens

**FROM:** Karen Field Rogers, Director of Financial Integration

**DATE:** August 19, 2005

**SUBJECT:** Personnel Costs Contingency Allocation

---

The Fiscal Year 2006 operating budget includes limited contingency funds that were appropriated to fund Fiscal Year 2006 salaries, other employment costs, hazardous duty, maintenance reviews, and increases in health insurance, the pension rate, workers compensation and unemployment insurance.

Attached is your agency's personnel contingency allocation. This amount must be included in the department's monthly expenditure report. This information is also being provided to your Fiscal and Policy Analyst.

Please note that the allocation for Fiscal Year 2006 is exclusively for personnel costs. All or a portion of these funds will be transferred to the department if necessary at the end of the fiscal year. Agencies are not to exceed the budgeted amount for personnel costs plus the allocation. Agencies that project salary expenditures in excess of the amount budgeted plus allocation for personnel costs will be required to implement deficit reduction strategies.

If you have any questions, please contact the Fiscal and Policy Analyst assigned to your agency.

KFR:gsm  
cc: Fiscal and Policy Analysts